

1. Determine whether the statement(s) below is true or false.

There are two main benefits of conducting exercises: individual and team training (i.e., the exercise enables personnel to gain experience) and system improvement (i.e., the exercise tests processes and procedures for managing emergencies).

A. True.

B. False.

2. Determine whether the statement(s) below is true or false.

The output of exercise evaluation is information used to improve performance. For this reason, exercise evaluation is part of an ongoing process of improvements to preparedness.

A. True.

B. False.

3. Select the phrase that best completes the sentence below.

Since September 11, 2001, Federal, State, and local governments have made major investments to improve preparedness. The best way to determine the impact of these investments is to:

A. Hire independent auditors on an annual basis.

B. Conduct and evaluate preparedness exercises.

C. Read homeland security periodicals and newsletters.

D. Evaluate the community's response to real-life incidents.

4. The first four steps of HSEEP can be grouped into the category of evaluation planning, observation, and analysis. From the list below, select the step that does not belong in this category.

A. Plan and Organize the Evaluation.

B. Observe the Exercise and Collect Data.

- C. Analyze Data.
  - D. Distribute Data for Public Comment.
5. The last four steps of HSEEP can be grouped into the category of improvement preparedness. From the list below, select the step that does not belong in this category.
- A. Conduct an After-Action Conference.
  - B. Place Purchase Orders for Additional Equipment.
  - C. Identify Improvements to be implemented.
  - D. Track Implementation.
6. Select the phrase that best completes the sentence below.
- Long after the exercise is over; the jurisdiction's program managers will track and analyze the implementation of exercise recommendations. By doing so, the jurisdiction engages in a:
- A. Preparedness Improvement Cycle (PIC).
  - B. Continual Improvement Plan (CIP).
  - C. Corrective Action Program (CAP).
  - D. Corrective Improvements Process (CIP).
7. Select the phrase that best completes the sentence below.
- HSEEP offers tools and resources to support exercise planners throughout its eight-step process. These tools include:
- A. The After Action Report/Improvement Plan (AAR/IP) Template.
  - B. The Plan for Enhanced Preparedness (PEP) Template.
  - C. Exercise Assessment Handbook (EAH).
  - D. The After-Conference Debriefing Report (ADR) Template.

8. Select the phrase that does not accurately complete the sentence below.

The Exercise Planning Team has six major responsibilities when preparing for the exercise. They include:

- A. Developing Evaluation Requirements.
- B. Recruiting, Assigning, and Training Evaluators.
- C. Finalizing an Evaluation Plan.
- D. Appointing multiple Lead Evaluators.

9. Four responsibilities of the Exercise Planning Team are listed below. Select the step that is not correctly described.

- A. Developing Evaluation Requirements. The Exercise Planning Team defines plans, documents, and personnel necessary to observe and analyze the exercise.
- B. Selecting Exercise Evaluation Guides (EEGs). The Exercise Planning Team will select EEGs that correspond to key capabilities under evaluation, based on the exercise objectives.
- C. Selecting Evaluation Tools. The Lead Evaluator and Exercise Planning Team select supplementary exercise evaluation forms and submit them for approval by state and Federal response agencies.
- D. Identifying and Training Evaluators. The Lead Evaluator and Exercise Planning Team determine evaluator qualifications, obtain commitments from qualified individuals, and begin the evaluator training.

10. Whether standard or customized, objectives should be SMART—Simple, Measurable, Achievable, Realistic, and Territory-Specific (SMART).

- A. True.
- B. False.

11. Several responsibilities of the Lead Evaluator are listed below. Select the responsibility that is not correctly described.

Before the exercise, the Lead Evaluator's responsibilities include:

- A. Securing sufficient funding for the exercise.
- B. Selecting the evaluation methodology.
- C. Selecting, training, and organizing the evaluators.
- D. Ensuring the selection of appropriate evaluation forms.

12. Several responsibilities of the Lead Evaluator are listed below. Select the responsibility that is not correctly described.

After the exercise, the Lead Evaluator's responsibilities include:

- A. Overseeing the analysis of data collected from evaluators.
- B. Coordinating the involvement of evaluators in post-exercise meetings.
- C. Guiding the development of the Improvement Plan (IP).
- D. Assigning responsibility for improvement actions to participating agencies.

13. Select the phrase that does not accurately complete the sentence below.

Evaluators should:

- A. Be experts in the activities they evaluate.
- B. Be familiar with the jurisdiction's plans, policies, procedures, and agreements.
- C. Possess an advanced degree in a relevant functional area (e.g., fire or emergency medicine).
- D. Be familiar with the evaluation system.

14. Time constraints should not impact the selection of evaluators, because exercise evaluation requires a minimal time commitment. The role of evaluators is limited to observation of exercise play, which typically lasts one to two days.

A. True.

B. False.

15. Select the item that is not a component of Exercise Evaluation Guides (EEGs).

A. Capability description.

B. Observation keys.

C. Analysis sheets.

D. Initials of approving authority.

16. Select the item that does not accurately complete the sentence below.

Evaluator training should occur at least one day prior to the exercise. It should:

A. Address all aspects of the exercise, including exercise goals and objectives.

B. Introduce evaluators to the players they will observe during exercise play.

C. Provide an overview of evaluator roles, responsibilities, and assignments.

D. Explain approaches to analyzing data.

17. Determine the type of observation described below.

This type of observation requires the evaluator to arrive at a conclusion before recording information. It is illustrated by the question, "Is the fire suppression capability adequate?"

A. Descriptive Reporting.

B. Inferential Reporting.

C. Evaluative Reporting.

D. Analytical Reporting.

18. Determine the type of observation described below.

This type of observation is the direct inspection and documentation of actions listed on evaluation forms. It is illustrated by the question, "Did fire suppression occur within the target timeframe identified in the objective?"

- A. Descriptive Reporting.
- B. Inferential Reporting.
- C. Evaluative Reporting.
- D. Analytical Reporting.

19. Determine the level of performance described below.

By analyzing this level of performance, evaluators gain valuable insight into broad "themes" of successes or challenges in performing related tasks.

- A. Task-Level Performance.
- B. Activity-Level Performance.
- C. Capability-Level Performance.
- D. Item-Level Performance.

20. Determine whether the statement(s) below is true or false.

Evaluations are only effective if evaluators perform systematic observation and generate unbiased records. An unbiased record is an account that reflects the consensus of multiple evaluators.

- A. True.
- B. False.

21. Determine the evaluator effect described below.

This effect occurs when evaluators believe it is their job to find something wrong, regardless of the players' performance.

- A. Errors of Central Tendency.

B. Hypercritical Effect.

C. Contamination.

D. Evaluator Bias.

22. The description below presents guidelines for information collection. Determine whether these guidelines are more appropriate for discussion- or operations-based exercises.

Evaluators should pay particular attention to issues identified by participants; how participants make decisions; participant roles and responsibilities; participant coordination and cooperation; and recommendations from the group.

A. Discussion-based exercises.

B. Operations-based exercises.

23. The description below presents guidelines for information collection. Determine whether these guidelines are more appropriate for discussion- or operations-based exercises.

Evaluators should pay particular attention to what actions took place; who performed an action or made a decision; where an action or decision took place; when an action or decision took place; why an action was performed or a decision was made; and how participants performed an action or made a decision.

A. Discussion-based exercises.

B. Operations-based exercises.

24. Determine whether the statement(s) below is true or false.

Player hotwashes should be held approximately one week after the exercise is complete, so that players have time to review and reflect on exercise events.

A. True.

B. False.

25. Determine whether the statement(s) below is true or false.

The player hotwash is an opportunity for players to describe their immediate impressions of demonstrated capabilities and the exercise itself.

A. True.

B. False.

26. Determine whether the statement(s) below is true or false.

After the exercise, each evaluator should gather his or her observations into key issues and a chronological narrative of events. When organized, these observations form the evaluator's preliminary analysis.

A. True.

B. False.

27. Select the phrase that does not accurately complete the sentence below.

At a minimum, an evaluator's preliminary analysis should include:

A. A description of the assigned function or operation.

B. Analysis of the assigned function or operation by capability, activity, and critical task.

C. A peer review detailing areas of improvement for other evaluators.

D. A documented record of significant evaluated actions (for example, an exercise event timeline).

28. Determine whether the statement(s) below is true or false.

During data analysis, evaluators assess the response capability of the local community. They then compare the local community with communities of comparable size across the nation.

A. True.

B. False.

29. Select the phrase that does not accurately complete the sentence below.

In addition to the hotwash, evaluators meet separately shortly after the exercise. This meeting is the Controller/Evaluator Debriefing. It allows evaluators to:

- A. Review results of the hotwash and participant feedback forms.
- B. Summarize findings for distribution to key officials.
- C. Compare notes with other evaluators.
- D. Refine evaluation documents.

30. Determine whether the statement(s) below is true or false.

Evaluators typically convene a more formal meeting after the Evaluator Debriefing. The purpose of the second meeting is to craft scenarios for future exercises.

- A. True.
- B. False.

31. Select the phrase that does not accurately complete the sentence below.

The four steps of data analysis include:

- A. Reviewing the exercise for sound methodology.
- B. Identifying issues.
- C. Determining root causes.
- D. Developing recommendations for improvement.

32. Determine whether the statement(s) below is true or false.

In both discussion-based and operations-based exercises, evaluators identify issues by comparing exercise objectives to actual performance. Through this comparison, evaluators identify which objectives were successfully demonstrated and which need improvement.

- A. True.
- B. False.

33. Determine whether the statement(s) below is true or false.

After discussion-based exercises, evaluators reconstruct a timeline of events that occurred during the exercise. The purpose of this timeline is to assess whether actions occurred within target timeframes; identify discrepancies between what happened and what should have happened; and clarify why players made decisions.

A. True.

B. False.

34. Determine whether the statement(s) below is true or false.

After the exercise is complete, evaluators identify discrepancies between what happened and what was supposed to happen. They use root-cause analysis to identify the source of these discrepancies.

A. True.

B. False.

35. Select the phrase that best completes the sentence below.

One common tool for root-cause analysis is:

A. The root-result analysis.

B. The "why staircase."

C. The "core question" method.

D. The action-outcome framework.

36. Determine whether the statement(s) below is true or false.

After identifying issues and their root causes, evaluators develop recommendations for enhancing preparedness. Since these recommendations are legally binding, evaluators should suggest actions that require minimal resource commitments.

A. True.

B. False.

37. Select the phrase that does not accurately complete the sentence below.

The After Action Report/Improvement Plan (AAR/IP) serves multiple purposes. Specifically, it:

- A. Records what occurred during the exercise.
- B. Outlines the emergency response funding for the coming year.
- C. Provides feedback on the achievement of critical tasks.
- D. Suggests recommendations for improved preparedness.

38. Determine whether the statement(s) below is true or false.

Jurisdictions should avoid using a standardized format for the After Action Report/Improvement Plan (AAR/IP) because the AAR/IP should reflect community-specific realities.

- A. True.
- B. False.

39. Select the phrase that does not accurately complete the sentence below.

Data sources for the draft After Action Report/Improvement Plan (AAR/IP) include:

- A. Data from the After Action Conference.
- B. Data from the Controller/Evaluator Debriefing.
- C. Data from and Participant Feedback Forms.
- D. The plans and procedures of participant organizations.

40. Select the phrase that does not accurately complete the sentence below.

The After Action Report/Improvement Plan (AAR/IP) format includes:

- A. Exercise overview.
- B. Exercise goals and objectives.

C. Analysis of capability.

D. Preparedness limitations.

41. Determine whether the statement(s) below is true or false.

The analysis of capability section of the After Action Report/Improvement Plan (AAR/IP) provides an assessment of capabilities that were evaluated during the exercise. The analysis should include a detailed analysis of the jurisdiction's ability to perform critical tasks associated with these capabilities.

A. True.

B. False.

42. Select the phrase that does not accurately complete the sentence below.

Each analysis of capability should include:

A. The appropriate capability.

B. The capability's title and number from the Target Capabilities List (TCL).

C. Percentage of achieved tasks (indexed to national average).

D. Performance measures that correspond to the capability.

43. Determine whether the statement(s) below is true or false.

The After Action Conference should be lecture-based; the time for community participation and discussion is during the design and delivery of the exercise.

A. True.

B. False.

44. Select the phrase that does not accurately complete the sentence below.

For every improvement recommendation, attendees must complete multiple categories on the Improvement Plan (IP) matrix. These categories include:

A. Tasks.

- B. Recommendations.
- C. Improvement actions.
- D. Authorizing statute.

45. Determine whether the statement(s) below is true or false.

On the Improvement Plan (IP) matrix, each action item should be assigned to the organization that is best qualified to execute it. It is important that organizations that are assigned action items have the authority to carry them out.

- A. True.
- B. False.

46. Determine whether the statement(s) below is true or false.

After the After Action Conference, the Exercise Planning Team incorporates participant corrections and clarifications into the final After Action Report/Improvement Plan (AAR/IP).

- A. True.
- B. False.

47. Select the phrase that does not accurately complete the sentence below.

When finalizing the After Action Report/Improvement Plan (AAR/IP), the Exercise Planning Team matches it to the needs of participating jurisdictions. It also ensures that AAR/IP is a useful tool to guide the following areas:

- A. Strategy development.
- B. Sharing of lessons learned with homeland security community partners.
- C. Changes to plans, policies, and procedures.
- D. Securing funding for the coming fiscal year.

48. Determine whether the statement(s) below is true or false.

Once the final After Action Report/Improvement Plan (AAR/IP) is distributed, agencies and organizations use these documents to direct resources toward improvements.

A. True.

B. False.

49. Determine whether the statement(s) below is true or false.

Jurisdictions are expected to hire dedicated staff members to act as Corrective Action Program Points-of-Contact (POC). These POCs represent a significant expenditure, but they return the investment in terms of preparedness improvements.

A. True.

B. False.

50. Determine whether the statement(s) below is/are true or false.

Corrective actions must include attainable benchmarks that will allow the jurisdiction to measure progress towards their implementation. These benchmarks should be defined against concrete deadlines so the jurisdiction can track gradual progress toward implementation.

A. True.

B. False.